

Cottage Acres Homeowners Association

Board of Directors Closed Meeting

Monday, March 25, 2019 3:15 PM

Activity Center

Attendees:

Harriet Bushman
Chris Troye
Mary Troye
Tim McNinch (at 3:25 PM)

Absent:

Carl Thornblad

In the absence of the President, Carl Thornblad, the meeting was called to order by Vice President, Chris Troye at 3:15.

Agenda Items

1. Fill Home Owner Association Board Vacancy

A motion to elect Tim McNinch to fill the board vacancy was made by Harriet Bushman.

There were no more nominations.

The motion was seconded and unanimously voted on by all members present to appoint Tim McNinch to the board.

Tim was called to the meeting and arrived at 3:25.

Tim accepted position to board

2. Ashley Johnson employment and duties

Discussion:

- Ashley will come back as Independent Contractor
- Ashley will continue previous duties
- Ashley will record all phone calls; report date, time, length of call and issue. If it is an issue that Ashley does not have time or cannot address, she will contact a board member to follow up
- Ashley may work from home

3. HOA Dues Invoices

Discussion:

- All owners receive notice stating when HOA payments are due
- Invoices will not be sent out monthly
- Owners will receive receipts if requested
- This will save the HOA money
- Further discussion needed

4. HOA Dues Late Notice

- Late fees will apply 10 days after due date (\$20.00)
- If payment is late, letter will be sent to owner

- Further discussion needed(it was found that the Bylaws already cover late fees and how they are to be handled so the above points were moot)

5. Legal Representation

- Invite Matt Cole or Dan Hawkins to our next meeting.
- Harriet will contact Matt and Dan

6. Signatures for Bank Account:

Discussion:

- After meeting all members present will go to Sauk Valley Bank to have signatures added to accounts

Next Meeting: Saturday, April 13, 2:00

Meeting adjourned at 4:20

**Submitted by,
Mary Troye**